



Health Department Licensing User Guide

In January 2018, the Ohio EPA Division of Materials and Waste Management launched a new version of the licensing and registration software in the agency's eBusiness Center (eBiz).

eBiz is a secure Internet-based site that enables users to quickly and securely access Ohio EPA services and electronically complete and submit reports, license and registration applications.

This guide is written for Health Department (HD) users that are reviewing, approving, and issuing facility licenses through the required eBiz system from anywhere there is access to the Internet and a printer. It is important to note that while we would like to have all license applications submitted electronically, an HD user can also have the same permissions as a Facility User when required to enter a paper license application.

New HD users that will enter and/or process facility license applications need to have an account with the eBiz Center, acquire a PIN (Personal Identification Number), and request to have their account added to their respective HD's profile. To create an account and obtain a PIN, please visit <http://ebiz.epa.ohio.gov/>. To be added to the HD's profile, please contact Ohio EPA. A list of contacts is included at the end of this guide.

Processing License Applications

Once an application has been submitted to eBiz, an e-mail notification with review tasks will be sent to each HD user who have role assignments.

Note: With the launch of the new system, all accounts associated with an HD will receive notifications for **all** review steps. To customize who receives what review steps, please contact Ohio EPA.

After receiving notification, log into the eBiz center. The first time you log into eBiz this year, you will notice a different screen. This screen is the new Licensing and Registration (LR) dashboard for internal users.

The screenshot shows the DMWM CLR Dashboard v2.0. At the top, there is a navigation bar with links for Leanne's Overview, Applications, Settings, eBiz, and a user profile for Leanne. Below the navigation bar, there are two main sections: Pending Administrative Tasks and Pending Workflow Tasks. The Pending Administrative Tasks section shows a message: "no pending administrative tasks". The Pending Workflow Tasks section shows a table with 8 columns: App, Facility, Type, Task, Assigned To, Due Date, Status, and Action. There are 3 rows of data in the table, all for Loveland Fill (LIC) under Construction and Demolition Debris Landfills. The tasks are Programmatic Application Review, Compliance Check, and Issue. All tasks are assigned to Leanne Greenlee and are due on 02/17/2018 or 03/24/2018. The status for all tasks is LATE. Each row has an Actions button.

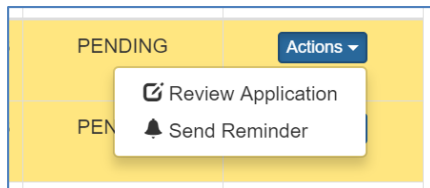
App	Facility	Type	Task	Assigned To	Due Date	Status	Action
6612	Loveland Fill (LIC)	Construction and Demolition Debris Landfills	Programmatic Application Review	Leanne Greenlee	02/17/2018	LATE	Actions
6612	Loveland Fill (LIC)	Construction and Demolition Debris Landfills	Compliance Check	Leanne Greenlee	02/17/2018	LATE	Actions
6612	Loveland Fill (LIC)	Construction and Demolition Debris Landfills	Issue	Leanne Greenlee	03/24/2018	LATE	Actions

If you do not have the above DMWM CLR Dashboard screen when logging in, please contact Ohio EPA.

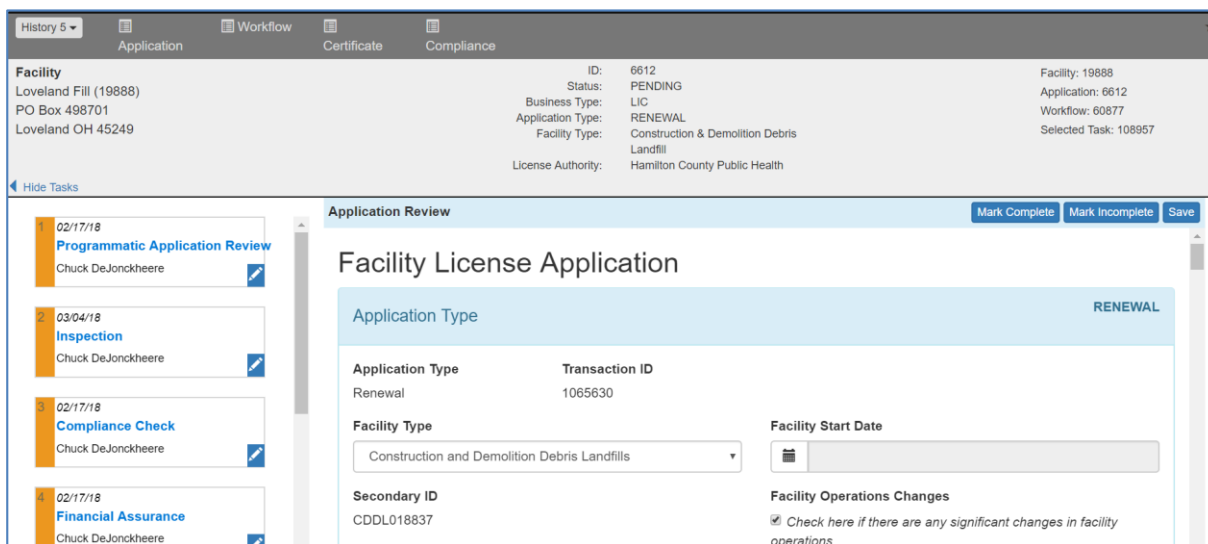
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HD Users should not have any Pending Administrative Tasks listed, just Pending Workflow Tasks like the above screen. Each Pending Task will give you brief information about that application (App ID, Facility, License Type, and Task). There are due dates listed, but those are a recommended individual task dates based on the date the application was submitted and are what inform the Status column. To be clear, irrespective of the application submission date, the ultimate goal is having renewal applications issued by December 31st.

To view an assigned task, click the blue **Action** button and select *Review Application*.



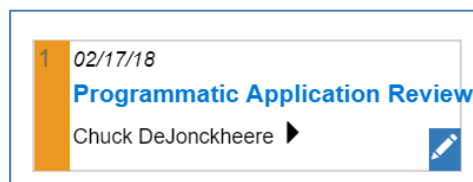
After selecting *Review Application*, you will be taken to the application screen where you can view the application and complete your tasks.



The new application screen provides more information than the previous system and more features.

The tasks that you are assigned will be colored orange until completed. Once the task is completed it will be green. A black colored task means that that specific task is locked. A task can be locked for two reasons: you are not assigned to said task or, that task is dependent on all other tasks being completed.

If a task has a black arrow beside of the name, that means there are multiple people assigned to the specific task. You can hover over the arrow to see the name associated with the task.



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The pencil icon in the bottom right corner of a task is for notes. When the pencil icon is blue, that represents some type of note is associated with the task. This is a good location to keep application and task specific notes that can be accessed at any time by the HD and Ohio EPA inspector.

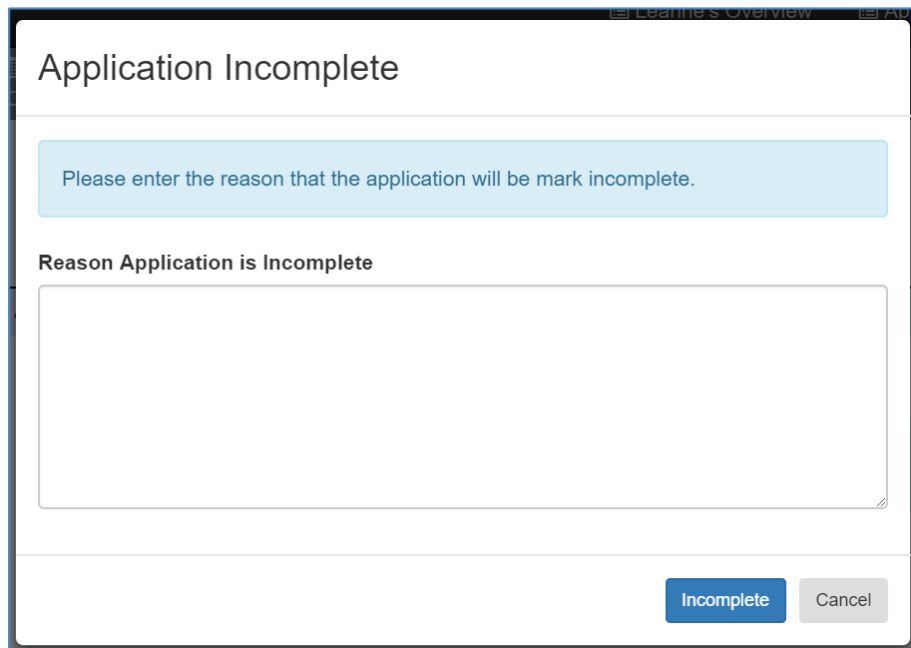
When reviewing the application, there are four actions a user can take:

- Approve the task (Mark Complete)
- Mark Incomplete
- Make minor revisions (Save)
- No action



To approve the task, you will click the **Mark Complete** button located on the right-hand side.

If an application is incomplete, missing information, or needs areas revised and/or updated, the system now allows internal users to send the application back as incomplete. To do this, a user will click **Mark Incomplete**. A pop-up box will appear where a message to the applicant is entered on why the application is incomplete.

A screenshot of a web browser showing a pop-up window titled 'Application Incomplete'. The window has a light blue header bar. Below the title, there is a light blue box with the text 'Please enter the reason that the application will be mark incomplete.' Below this is a text area labeled 'Reason Application is Incomplete'. At the bottom right of the form are two buttons: 'Incomplete' (blue) and 'Cancel' (gray). The browser's address bar shows 'Learnin's Overview' and 'App'.

After the message is entered, click **Incomplete** and the message is e-mailed to the applicant. The applicant will need to then log into the system, fix the required information, and resubmit.

For minor revisions, such as a typo in the address or phone number, an HD user can go into the application and make those corrections. After the corrections are made, you will click **Save** in the right-hand corner to save those changes. Please be advised that after you hit **Save** the screen does not refresh. If you want to verify that the information was saved, you will need to click *Overview* located at the very top of the screen and re-access the task and application.

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Once all the tasks have been completed, the Issue task will go from Locked to Pending. The HD users assigned to this task will also receive an e-mail notifying them of this change.

A new screen in the application will appear for the issuance:

The screenshot displays the 'License (PENDING)' screen. At the top, there is a header section with facility information (Loveland Fill, 19888, PO Box 498701, Loveland OH 45249), application details (ID: 5514, Status: PENDING, Business Type: LIC, Application Type: RENEWAL, Facility Type: Construction & Demolition Debris Landfill, License Authority: Hamilton County Public Health), and facility metadata (Facility: 19888, Application: 5514, Workflow: 60937, Selected Task: 60945). Below the header, the left sidebar shows a list of tasks: 'Complete Green' (checked, Leanne Greenlee - 06/22/2018), 'Financial Assurance' (checked, Leanne Greenlee - 06/22/2018), 'Approval of Tabs' (checked, Leanne Greenlee - 06/22/2018), 'Final Health Department or District Office' (checked, Leanne Greenlee - 06/22/2018), and 'Issue' (locked, Chuck DeJonckheere - 03/24/18). The main content area is divided into three sections: 'License (PENDING)' with buttons for 'Terminate Request', 'Mark Deficient', and 'Issue'; 'License Management' with 'Invoices' (none) and 'Revenues' (Application Fee: \$0.00, License Fee: \$0.00, HD Fee: \$0.00, and a 'no revenues created' button); and 'Required Documents' with 'Cover Letter' and 'Terms & Conditions' (both with 'Browse...' buttons and 'No file chosen' status).

To issue a license, click the **Issue** button to get a pop-up window.

The 'Issue License' pop-up window displays a message: 'You have chosen to issue application 5514. Please provide the following issuance information. (CDDS)'. Below this, there are fields for 'Issuing Year' (2016), 'Issuance Date' (June 01, 2018), 'Effective Date' (June 22, 2018), and 'Expiration Date' (December 31, 2019). There is also a 'Cover Letter' section with a text input field containing 'Leanne-J6mv-dmwm-cover-ltr.pdf' and a 'Remove Attachment' button. Finally, there is a 'Terms & Conditions' section with a 'Browse...' button and 'No file chosen' status.

HD users will need to enter Issuing Year, Issuance Date, and Effective Date and verify the Expiration Date. For licenses, the Effective Date should not be any earlier than January 1 of the licensing year and the

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Expiration Date should always be December 31. The top box, Issuing Year, should have the same year as the expiration date. Attaching a cover letter will be **required** to issue a license, any file type can be uploaded. A draft letter may be attached during the issuance, and then replaced by the official, signed cover letter at a later date. If there are any special Terms & Conditions, those should be uploaded at issuance. Terms & Conditions can also be added to the issuance information after issuance has been completed.

Once you have completed the Issuance Information, attached required documents, and clicked **Issue**, the pop-up will disappear, and a new screen will appear.

On this screen, you will have the ability to download invoices (if applicable), download the License Certificate, and edit the Cover Letter and/or Terms & Conditions. When you scroll farther down the screen, you will also have a couple other features:

The screenshot displays the 'License Management' interface. At the top left, the 'License (ISSUED)' section shows details for Year 2019, Issuance Date Jun 1, 2018, Effective Date Jun 25, 2018, and Expiration Date Dec 31, 2019, with an 'update' button. To the right, the 'Invoices' section shows 'none', and the 'Revenues' section shows Application Fee: \$0.00, License Fee: \$0.00, and HD Fee: \$0.00, with a 'no revenues created' button. Below these, the 'Lifecycle' section has links for 'Revoke' and 'Facility Closed'. The 'Certificates' section has a 'Download Certificate' link, indicated by a red arrow. The 'Required Documents' section at the bottom has two sub-sections: 'Cover Letter' with a file 'Leanne-J6mv-dmwm-cover-ltr.pdf' and a 'Remove Attachment' button, and 'Terms & Conditions' with a 'Browse...' button and 'No file chosen' text. Red arrows point to the 'Download Certificate' link and the 'Cover Letter' file.

The new system allows for notes related to the License to be added, at any time, throughout the licensing year. There is also the ability to upload and store documents related to the license. These features can be used by the HD and Ohio EPA staff to share information and have it located in one spot. It is important to be aware that using these features does not send out any notifications and communication outside of this system is still necessary.

The screenshot displays the 'License Notes' interface. It features a table with four columns: 'User ID', 'Note', 'Created', and 'Action'. Below the table is a 'Search' input field. To the right of the search field, there is a 'No items to display' message and an 'Add Note' button, indicated by a red arrow. Below the table, there is a section for 'Associated License Documents' with a 'General File' subsection containing a 'Browse...' button and 'No files chosen' text.

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When you are looking at invoices, there is the potential for you to have three different types of invoice options displayed.

License Management

Invoices

[Download Application Invoice](#)
[Download License Invoice \(EPA\)](#)
[Download License Invoice \(HD\)](#)

Revenues

Application Fee: \$100.00
License Fee: \$60,000.00
HD Fee: \$2,500.00

● FLICF (1211355): \$57,500.00

Lifecycle

[Revoke](#)
[Facility Closed](#)

Certificates

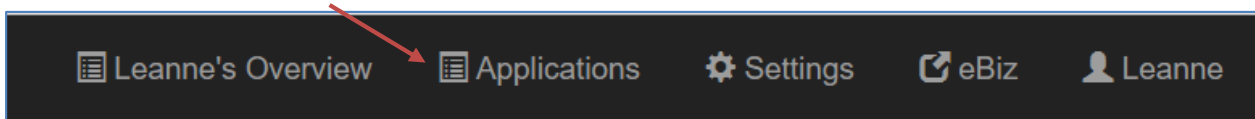
[Download Certificate](#)

The invoice options are as follows:

- **Download Application Invoice** – this is generated at submission of a license application, also referred to as the *Application Fee Invoice*. The only type of license application that will not have an application fee is Construction & Demolition Debris facilities.
- **Download License Invoice (EPA)** – this is generated when a license is issued by the appropriate licensing authority (Ohio EPA or local HD). This is also referred to as the *License Fee* and is mailed to the applicant with their issued license certificate.
- **Download License Invoice (HD)** – this is also generated when a license is issued by a local HD. This invoice is for the amount due to the Ohio EPA after the licensed facility has paid their *License Fee*. Not all issued licenses will have a fee owed, but the download option will be present to download a zero-balance invoice. If you are unsure of owing the Ohio EPA a portion of the *License Fee*, you can look to the right portion of the screen to see the amount due by **HD FEE**.

Searching in CLR

Licensing year 2019 will be the first year using the new and improved system, but information from the previous system is still available to be viewed. To view current and old Licenses, you will need to click **Applications** to be directed to the search screen.



When using the new search tool, sometimes less is more in the search criteria. A minimum of one field is required to search and search results will be limited to your HD regulated facilities.

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The screenshot shows a web form titled "License/Registration Application Search Criteria". It contains several input fields and dropdown menus for searching applications. The fields are arranged in a grid-like fashion. At the bottom right, there are "Reset" and "Search" buttons.

Application ID	User ID	Applicant Name	Facility ID	Facility Name	Year Issued
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Review Status [select] ▼	Authorization Type [select] ▼	Application Type [select] ▼	Application Status [select] ▼	Facility Type [select] ▼	Licensing Authority [select] ▼
Start Date Click here to select a date.	End Date Click here to select a date.	<input type="checkbox"/> Show Deleted <input type="checkbox"/> Show Terminated			

A brief description of each category follows:

- **Application ID** – The unique ID number assigned to each application entered into the system. These numbers are currently four digits long
- **User ID** – The ID of the user who created and submitted the application. If two or more users worked on the application, the User ID will be the associated account who created the application.
- **Applicant Name** – The name listed in the Applicant Field.
- **Facility ID** – The Core ID for the facility.
- **Facility Name** – The name of the facility.
- **Year Issued** – The licensing year discussed in the previous section. This should be the year that the license is issued for and match the expiration year.
- **Review Status** – Please do not use, this field does not pertain to licensing.
- **Authorization Type** – The type of application being submitted. For HD's this will always be License.
- **Application Type** – The type of application being submitted, such as an initial or a renewal.
- **Application Status** – The status of the application.
 - **Not Yet Submitted** – an application has been started but not submitted
 - **Pending** – application has been submitted and ready for review
 - **Incomplete** – the application was sent back to the user for revision
 - **Deleted** – the application was deleted and no longer valid
 - **Deficient** – not applicable to licenses
 - **Issued** – the license was issued.
 - **Terminated** – the license had been issued and since issuance was terminated (this is a very rare status for licenses).
- **Licensing Authority** – The HD who issued the license.
- **Start Date / End Date** – Used to filter a specific time period of when an application was submitted.

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Once you have entered your search criteria, click **Search** in the lower right-hand corner.

Search Results 62												
Application ID	App Type	Auth Type	Year	User ID	Applicant Name	Facility Name	Facility Type	License Authority	Status	Issued	Expires	Actions
257	RENEWAL	LIC	2013	leeknuppel	Alva C. Stiver	Loveland Fill	Construction and Demolition Debris Landfills	Hamilton County Public Health	DEFICIENT			Actions
1586	RENEWAL	LIC	2014	leeknuppel	Loveland Fill, LLC.	Loveland Fill	Construction and Demolition Debris Landfills	Hamilton County Public Health	PENDING			Actions
3903	RENEWAL	LIC	2015	leeknuppel	Loveland Fill, Ltd.	Loveland Fill	Construction and Demolition Debris Landfills	Hamilton County Public Health	PENDING			Actions
4966	RENEWAL	LIC	2016	rhirschberg	H. Hafner & Sons Inc Construction & Demo Debris	H Hafner & Sons Inc	Construction and Demolition Debris Landfills	Hamilton County Public Health	PENDING			Actions

The boxes under the headings in your search results can be used to narrow your results even further. To utilize these, you simply click the desired box and start typing the specific item.

Search Results 62												
Application ID	App Type	Auth Type	Year	User ID	Applicant Name	Facility Name	Facility Type	License Authority	Status	Issued	Expires	Actions
						Rumpke	Municipal					
523	RENEWAL	LIC	2014	cdejonckheere	Rumpke Sanitary Landfill, Inc.	Rumpke Sanitary Landfill	Municipal Solid Waste Landfill	Hamilton County Public Health	ISSUED	12/27/2013	12/31/2014	Actions
1540	RENEWAL	LIC	2015	wjrumpkejr	Rumpke Sanitary Landfill, Inc.	Rumpke Sanitary Landfill	Municipal Solid Waste Landfill	Hamilton County Public Health	ISSUED	12/29/2014	12/31/2015	Actions
3775	RENEWAL	LIC	2016	wjrumpkejr	Rumpke Sanitary Landfill, Inc.	Rumpke Sanitary Landfill	Municipal Solid Waste Landfill	Hamilton County Public Health	ISSUED	12/30/2015	12/31/2016	Actions
5040	RENEWAL	LIC	2017	wjrumpkejr	Rumpke Sanitary Landfill, Inc.	Rumpke Sanitary Landfill	Municipal Solid Waste Landfill	Hamilton County Public Health	ISSUED	12/29/2016	12/31/2017	Actions
6151	RENEWAL	LIC	2018	wjrumpkejr	Rumpke Sanitary Landfill, Inc.	Rumpke Sanitary Landfill	Municipal Solid Waste Landfill	Hamilton County Public Health	ISSUED	12/29/2017	12/31/2018	Actions

Once you have located the license you are searching for, click the blue **Actions** button and then select **View Application**. The application will automatically appear.

History 10

Application Workflow Certificate Compliance

Facility
Rumpke Sanitary Landfill (33318)
10795 Hughes Rd
Cincinnati OH 45251

ID: 6151
Status: ISSUED
Business Type: LIC
Application Type: RENEWAL
Facility Type: Municipal Solid Waste Landfill
License Authority: Hamilton County Public Health

Facility: 33318
Application: 6151
Workflow: Selected Task: 60939

Show Tasks

Programmatic Application Review

Save

Facility License Application

Application Type

RENEWAL

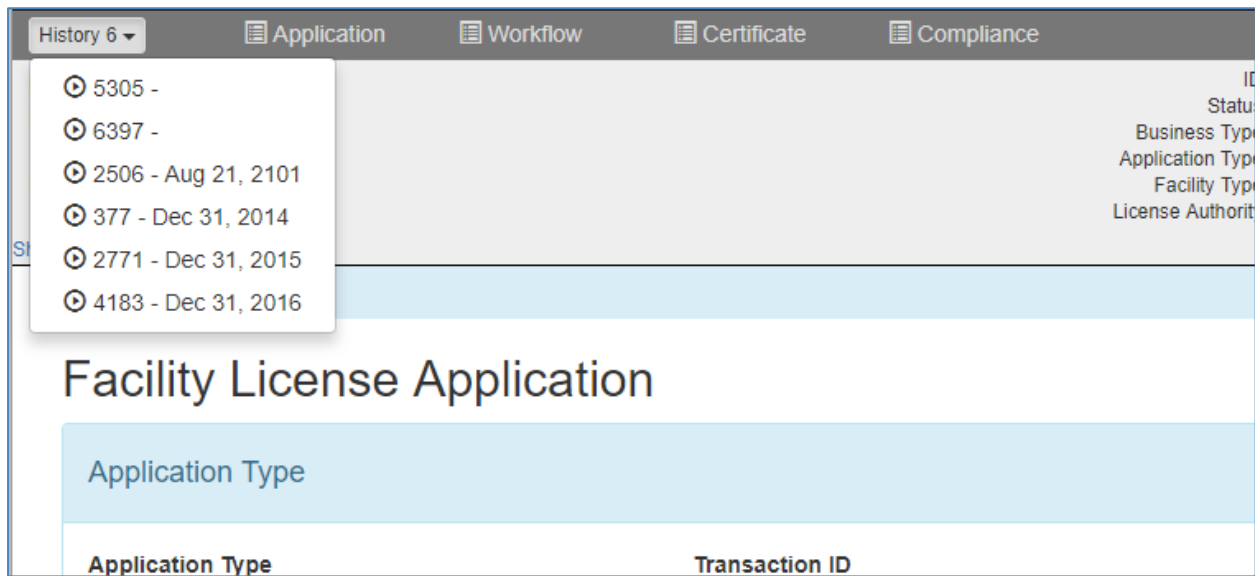
Application Type

Transaction ID

Revenue ID

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Once on this screen, you have several options. The first option would be to view the application. The second option allows you to see the workflow tasks if not already on the screen. The third option is to view the issuance information, to see this you would click **Certificate** at the top of the screen. The Certificate screen also has the area to add documents and license specific notes. The ability to retrieve invoices and the certificate can be located in this section. The third option is to view historical information. At the top left corner, there is a dropdown that says **History #**. When clicking the dropdown, you will be given a selection similar to the following:



The list is every issued, pending, and not yet submitted license related to the Core ID of the application. The first strand of numbers is the Application ID and the second is the expiration year. If there is no date listed, the application is either in a pending status or has not yet been submitted. If you were to select a previously issued license from this list, it will take you to that application where you can review the historical application.

Uploading Issued Licenses & Other Documents

Once a license has been issued in the eBiz system and signed by the health commissioner, a copy of the signed license and any attachments (cover letter, terms & conditions) should be uploaded into the system. To add items into the system, you will need to find the issued application. To find the application, you will need to use the search feature outlined above.

Once you have located the license you are searching for, click the blue **Actions** button and then select *View Application*. The application will automatically appear.

Application ID	App Type	Auth Type	Year	User ID	Applicant Name	Facility Name	Facility Type	License Authority	Status	Issued	Expires	Actions
8630	NEW	LIC	2019	Leanne	The Test C&DD Landfill	DMWM CLR Test Facility	Construction and Demolition Debris Landfills	Ohio EPA	ISSUED	06/14/2019	12/31/2019	<div>Actions</div> <div>View Application</div> <div>Download Invoice</div>

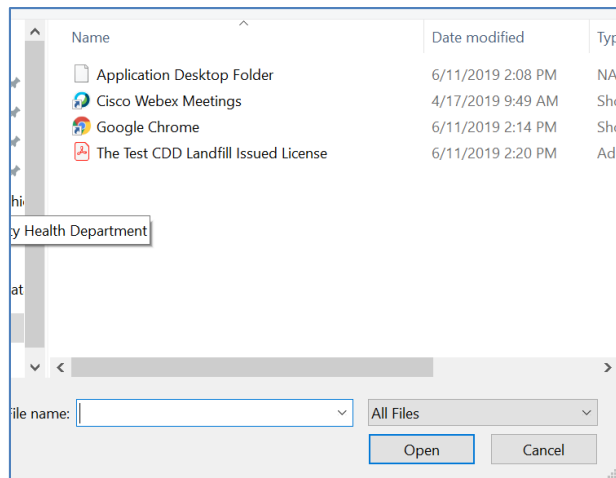
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Once on this screen, you have several options. The first option would be to view the application. The second option allows you to see the workflow tasks if not already on the screen. The third option is to view the issuance information, to see this you would click **Certificate** at the top of the screen. The **Certificate** screen also has the area to add documents and license specific notes including a copy of the issued and signed license.

To upload the copy of the issued license, scroll to the bottom of the **Certificate** screen to the section titled **Associated License Documents**.

The screenshot shows the 'License Notes' section at the top, which includes a table with columns: User ID, Note, Created, and Action. Below the table is a search bar and an 'Add Note' button. A red arrow points from the 'Add Note' button to the 'Associated License Documents' section below. The 'Associated License Documents' section has a 'General File' header and a 'Browse...' button. Below the button, it says 'No files chosen'.

Once you have found the section, click the *Browse* button to upload the file. A pop-up will appear for you to select the file, after the file is selected click *Open*.



Once the pop-up box has disappeared, the file will have been uploaded into the system. You can upload multiple documents into this section. If a document was uploaded in error, you can remove the document by simply clicking *Remove Attachment* located to the right of the file.

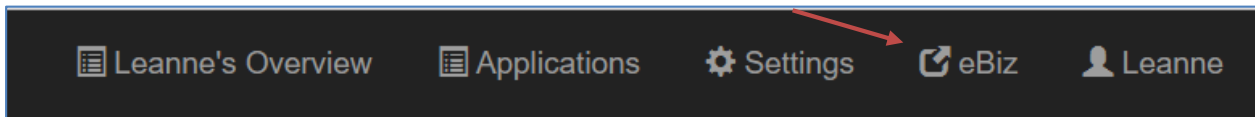
The screenshot shows the 'Associated License Documents' section. It has a 'General File' header and a 'Browse...' button. Below the button, it says 'You may add another attachment'. Below this, there is a list of uploaded files. The first file is 'The Test CDD Landfill Issued License.pdf'. To the right of this file is a 'Remove Attachment' button.

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While there are no restrictions to the type of files you can upload (.doc, .pdf, .jpeg), it is preferred that signed and issued documents be uploaded as a PDF.

Accessing eBiz for Other Services

When logging into eBiz, you are automatically directed to your DMWM CLR Dashboard. There are times when you may need to access eBiz for another Ohio EPA service or to enter an application. To access the eBiz main service screen, simply click **eBiz** on the black bar by your name to be redirected.



If you would like to return to the Dashboard after you have completed working in another service or area, simply click **eBusiness Home** under the Ohio EPA logo.

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Contacts

Subject	Name	Phone / E-mail
Adding an HD Account	Brian Dearth	614-728-5366 Brian.Dearth@epa.ohio.gov
	Leanne Greenlee	614-705-1012 Leanne.Greenlee@epa.ohio.gov
Help Entering a License	Debbie Kellough	614-728-5316 Deborah.Kellough@epa.ohio.gov
Navigating Workflow	Debbie Kellough	614-728-5316 Deborah.Kellough@epa.ohio.gov
Adjusting Workflow Assignments	Brian Dearth	614-728-5366 Brian.Dearth@epa.ohio.gov
	Leanne Greenlee	614-705-1012 Leanne.Greenlee@epa.ohio.gov
Issuing a License	Debbie Kellough	614-728-5316
Retrieving Historical Information	Debbie Kellough	Deborah.Kellough@epa.ohio.gov